

Permit/Planning Technician

Dept/Div: *Multiple*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work assisting citizens with permit applications, preparing, maintaining and receiving records and files, typing, filing, word processing and data entry duties, and related work as apparent or assigned. Work is performed under the moderate supervision of the Building Official and Planner I.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Acts as a receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party.

Assists customers and contractors in completing applications; ensures that pertinent information is completed and appropriate paperwork submitted; verifies that contractors listed have current licenses as required by the state; notarizes necessary documents and notifies customers and contractors as to amount of license and when to pick up.

Receives and processes various building inspection and planning applications; writes trade permits; provides zoning information.

Prepares legal notices, meeting agendas and packets for the Town and County Planning Boards, Town and County Boards of Adjustment, Historic Preservation Commission, Town-County Code Enforcement Council and Affordable Housing Commission; prepares and distributes meeting minutes.

Performs routine office tasks in designated program areas, including data entry and file management; prepares spreadsheets; sets up daily schedule for inspectors; notarizes documents.

Maintains departmental web pages.

Provides excellent customer service when working with citizens, elected officials, immediate supervisors and/or department heads and associates.

Supports the overall County organization by executing the directives as set forth by the immediate supervisor and/or department director, County Manager and elected officials.

Performs related tasks as required.

Knowledge, Skills and Abilities

General knowledge of planning and inspections principles and practices; some knowledge of the principles and practices of research and data collection; general knowledge of computer hardware and applicable software programs including internet and geographic information system applications; general knowledge of standard office methods and procedures, business English, spelling and commercial arithmetic; ability to make difficult arithmetic calculations and set up complex forms and statistical tables; ability to type at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates, contractors, engineers, developers, elected and appointed officials and the general public.

Education and Experience

High school diploma or GED and moderate experience in general administrative work involving contact with the general public, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of certification as a Notary Public.

Last Revised: 7/21/2011